



Announcement of Institute of Molecular Biosciences

Subject: Criteria and Rates for Bench Fee Collection for External Researchers
Conducting Research at the Institute of Molecular Biosciences, BE 2568 (2025)

To ensure the collection of bench fees for external researchers conducting research at the Institute of Molecular Biosciences, Mahidol University, is carried out in an orderly, appropriate, and up-to-date manner.

By virtue of Article 13 of the Mahidol University Regulations on Budget and Financial Management B.E. 2551 (2008) and its amendments, the Director of the Institute of Molecular Biosciences, with the approval of the Institutional Committee Meeting No. 1-1/2024 on December 26, 2024, hereby declares the following:

Article 1. To repeal:

1.1 The Announcement of Institute of Molecular Biosciences, Mahidol University, regarding Guidelines for the determination of bench fee for persons not affiliated with Mahidol University who conduct research and training at the Institute of Molecular Biosciences, Mahidol University, BE 2566 (2023), dated February 24, 2023.

1.2 The Announcement of Institute of Molecular Biosciences, Mahidol University, regarding Guidelines for the determination of bench fee for persons not affiliated with Mahidol University who conduct research and training at the Institute of Molecular Biosciences, Mahidol University (2nd Edition), BE 2566 (2023), dated June 16, 2023.

Article 2. In this announcement:

“Institute” means Institute of Molecular Biosciences, Mahidol University

“Bench fee” means the expenses the Institute charges for facilitation so that the activities meet their objectives such as costs for chemicals, materials, durable goods, laboratory equipment, utility bills, travel expenses for off-site sample collection, and other research-related expenses, etc.

“Additional Bench Fee” means the expenses the Institute charges for cases requiring specific chemicals or materials, or for special research operations beyond normal procedures

"External individuals" means students or other individuals, either Thai or foreign nationals, who do not work or enroll in a study program at the Institute of Molecular Bioscience, Mahidol University.

Article 3. Bench fee rate

3.1 The Institute collects fees for external individuals as follows:

Rate	Duration of training*		Duration of research*		
	Less than 4 weeks	More than 4 weeks	1-2 months	2-6 months	More than 6 months
For persons affiliated with agencies outside Thailand	30 USD per day	25 USD per day	30,000 THB	50,000 THB	100,000 THB
For persons affiliated with agencies in Thailand	450 THB per day	300 THB per day	15,000 THB	30,000 THB	60,000 THB

3.2 External individuals who have completed the Institute's training with a certificate and have paid a registration fee of not less than 10,000 Baht are eligible for up to 5 calendar days without a bench fee. This benefit will be valid for 1 year from the date of training completion. (Excluding additional bench fees in cases requiring specific chemicals or materials, or for special research operations beyond normal procedures, the Institute may charge additional fees on a case-by-case basis)

3.3 External individuals collaborating with the Institute in other cases shall be exempt from bench fees as stated in this announcement.

However, in cases requiring specific chemicals or materials, or for special research operations beyond normal procedures, the Institute may charge additional fees on a case-by-case basis.

Article 4. The bench fee is allocated as follows:

4.1 30% of the bench fee is allocated to the Institute. The Institute does not charge the costs of issuing an identification card, entry card, parking permit, and internet service.

4.2 70% of the bench fee is allocated to the host researchers, which the host researchers may request the Institute to waive this amount.

Article 5. The collection of bench fees under this announcement shall be remitted as the Institute's income.

Article 6. In the event of problems in the implementation of this announcement, the final decision is under the Director's discretion.

Effective from this day forward.

Announced on 14 January 2025



(Associate Professor M.L. Saovaros Svasti, Ph.D.)

Director of the Institute of Molecular Biosciences



Bench Fee Collection Form
Institute of Molecular Biosciences

Date Month..... Year

Part 1: General Information of Research Applicant (For those seeking to host researchers)

Name-Last name: Position:

Affiliation:

Hosting Research Cluster/Center:,
Institute of Molecular Biosciences. Research/Training Topic:.....

....., starting from
.....to, for the total duration of.....year(s).....month(s).....day(s), under the
supervision of

Part 2: Bench Fee (For those seeking to host researchers)

1. The researcher is eligible for a research fee waiver due to: (if not applicable, proceed to item 2.)

- External individuals who have completed the Institute's training with a certificate and have paid a registration fee of not less than 10,000 Baht (eligible for up to 5 calendar days without bench fee. This benefit will be valid for 1 year from the date of training completion.)

Training Course Name:

Training Batch/Session:

Training Date (Day/Month/Year):

2. Bench Fee rate:

Rate	Duration of training		Duration of research		
	Less than 4 weeks	More than 4 weeks	1-2 months	2-6 months	More than 6 months
For persons affiliated with agencies outside Thailand	<input type="checkbox"/> 30 USD per day	<input type="checkbox"/> 25 USD per day	<input type="checkbox"/> 30,000 THB	<input type="checkbox"/> 50,000 THB	<input type="checkbox"/> 100,000 THB
For persons affiliated with agencies in Thailand	<input type="checkbox"/> 450 THB per day	<input type="checkbox"/> 300 THB per day	<input type="checkbox"/> 15,000 THB	<input type="checkbox"/> 30,000 THB	<input type="checkbox"/> 60,000 THB
Total		USD/THB		

3. Bench fee collection (70% of the fee allocated to the host researchers, and 30% to the Institute)

3.1 For 70% of the bench fee allocated to the host researcher, it is intended to:

- Collect 70% of the bench fee in the amount of USD/THB
- Waive 70% of the bench fee in the amount of USD/THB
(Approval from the immediate supervisor required)
- Additional charges related to materials, chemicals, and other research supplies in addition to the 70 percent of the bench fee amount to USD/THB

The portion of bench fee is to be allocated to host researchers are intended to:

- Be utilized for laboratory activities (managed by the Research Cluster/ Center)
- Be allocated to the Institute.

3.2 Bench Fees allocated to the Institute

The Institute charges 30% as specified, in the amount of USD/Baht

Sign.....
(.....)

Host Researcher

Date.....

Sign.....
(.....)

Direct supervisor

Date

Part 3: Considerations for the Collection of Bench Fees and Other Expenses

(For Head of Office of Research and Innovation Affairs)

Bench Fee Collection

- Bench Fee for host researchers USD/THB
- Bench Fee for the Institute USD/THB
- Materials, chemicals, and other research supplies USD/THB
- Total Bench Fees Charged** USD/THB

Additional suggestions/comments.....

Sign
 (.....)
 Head of Office of Research and Innovation Affairs

Part 4: Consideration by the Administrators

<p>Preliminary consideration</p> <p><input type="checkbox"/> Appropriate for approval</p> <p><input type="checkbox"/> Appropriate for disapproval because: </p> <p>Additional Comments </p> <p>Sign..... (Professor Dr. Porntip Petmitr) Deputy Director for Administration Date</p>	<p>The result of the consideration</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved based on: </p> <p>Additional Comments </p> <p>Sign (Associate Professor Dr. M.L. Saovaros Svasti) Director of the Institute of Molecular Bioscience Date</p>
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